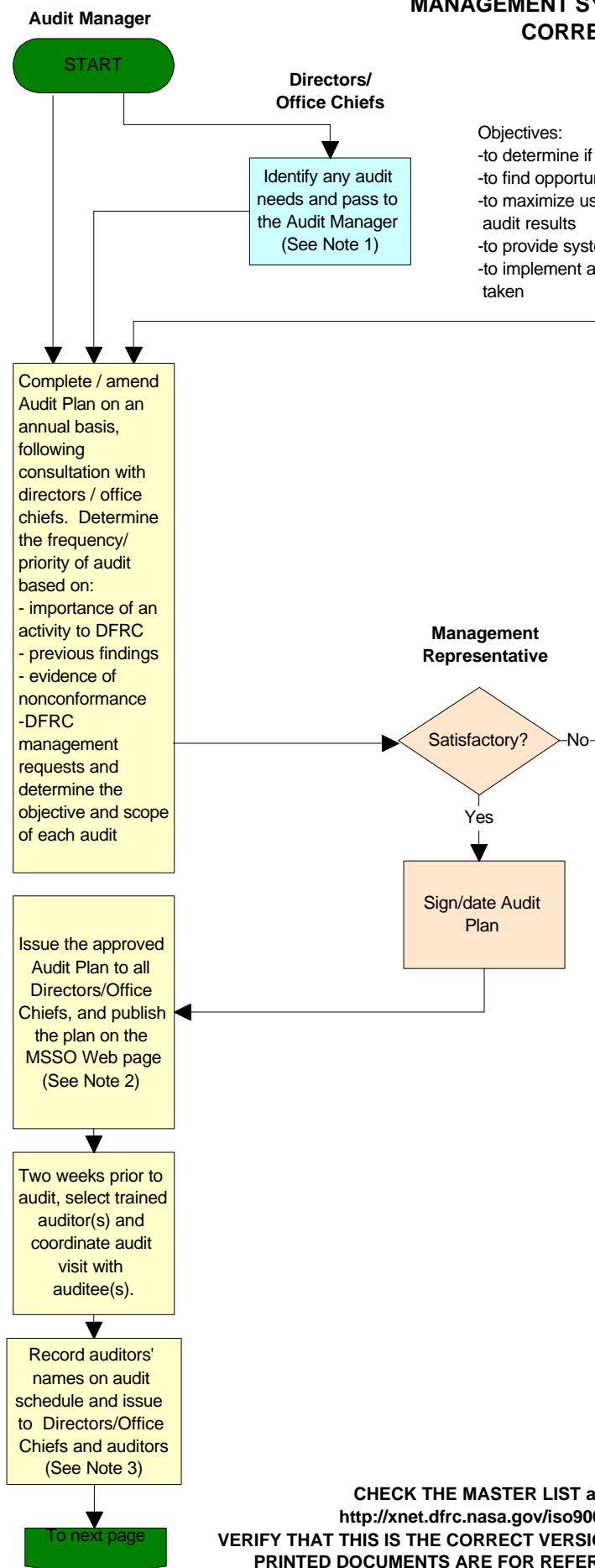


MANAGEMENT SYSTEM INTERNAL AUDIT INCLUDING AUDIT CORRECTIVE ACTION AND FOLLOW-UP

Dryden Flight Research Center
DCP-X-005
Revision: C



Objectives:

- to determine if Dryden's Management System is effective
- to find opportunities to improve the existing system
- to maximize usage of resources by planning audits based on previous audit results
- to provide system data for the Management System Review Board
- to implement an escalation system when corrective action is not taken

Electronically Approved by:
Associate Director

Note 1:

UNPLANNED AUDITS

-Directors and office chiefs may request unscheduled audits (verbally or in writing) to the audit manager, at any time. The audit manager shall amend the audit plan to accommodate the request. All changes to the audit plan shall be approved and signed by the management representative. Directors and office chiefs will be notified of the change.

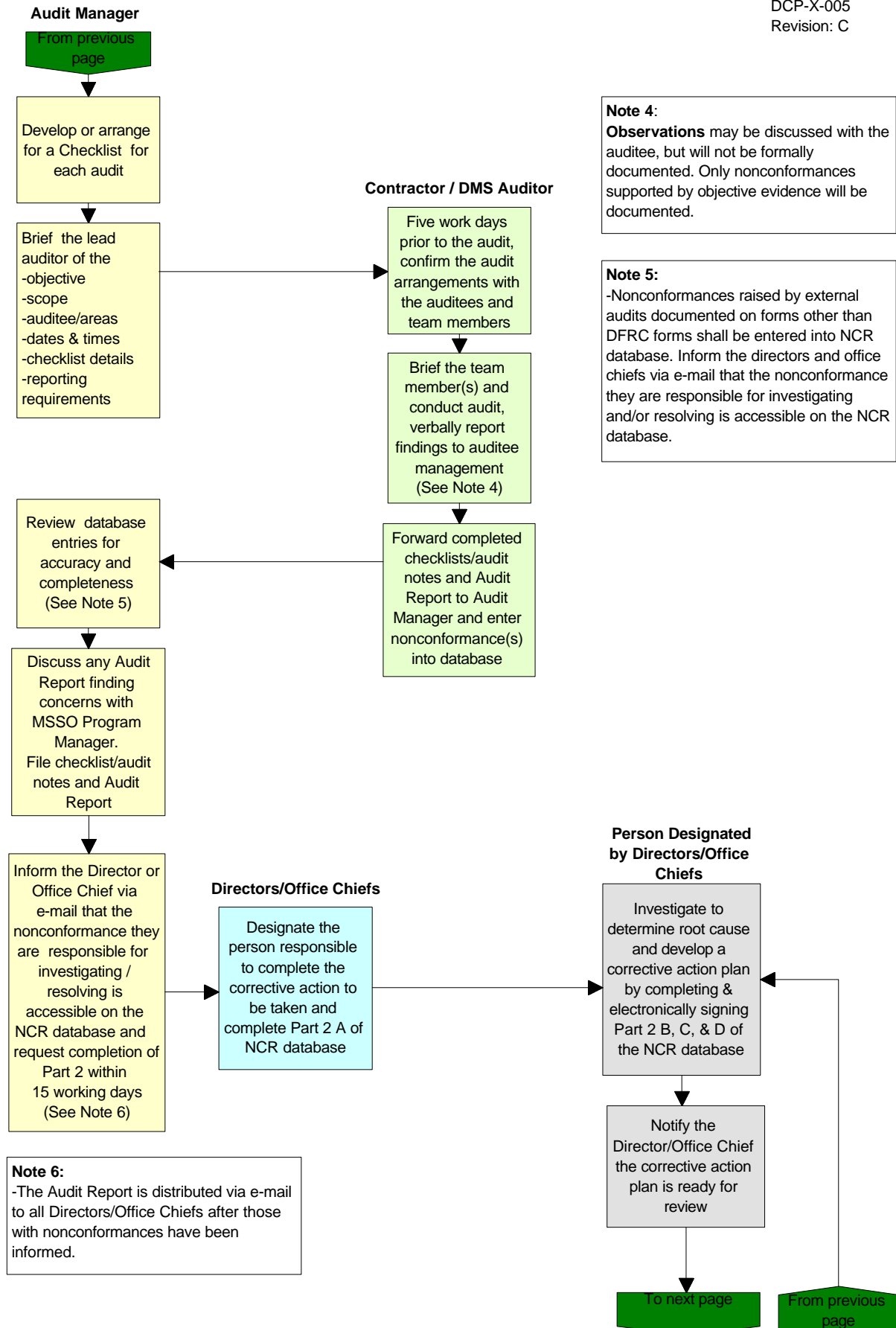
Note 2:

-Requests for waivers deviating from the annual Audit Plan must be submitted in writing to the approving official of this DCP.

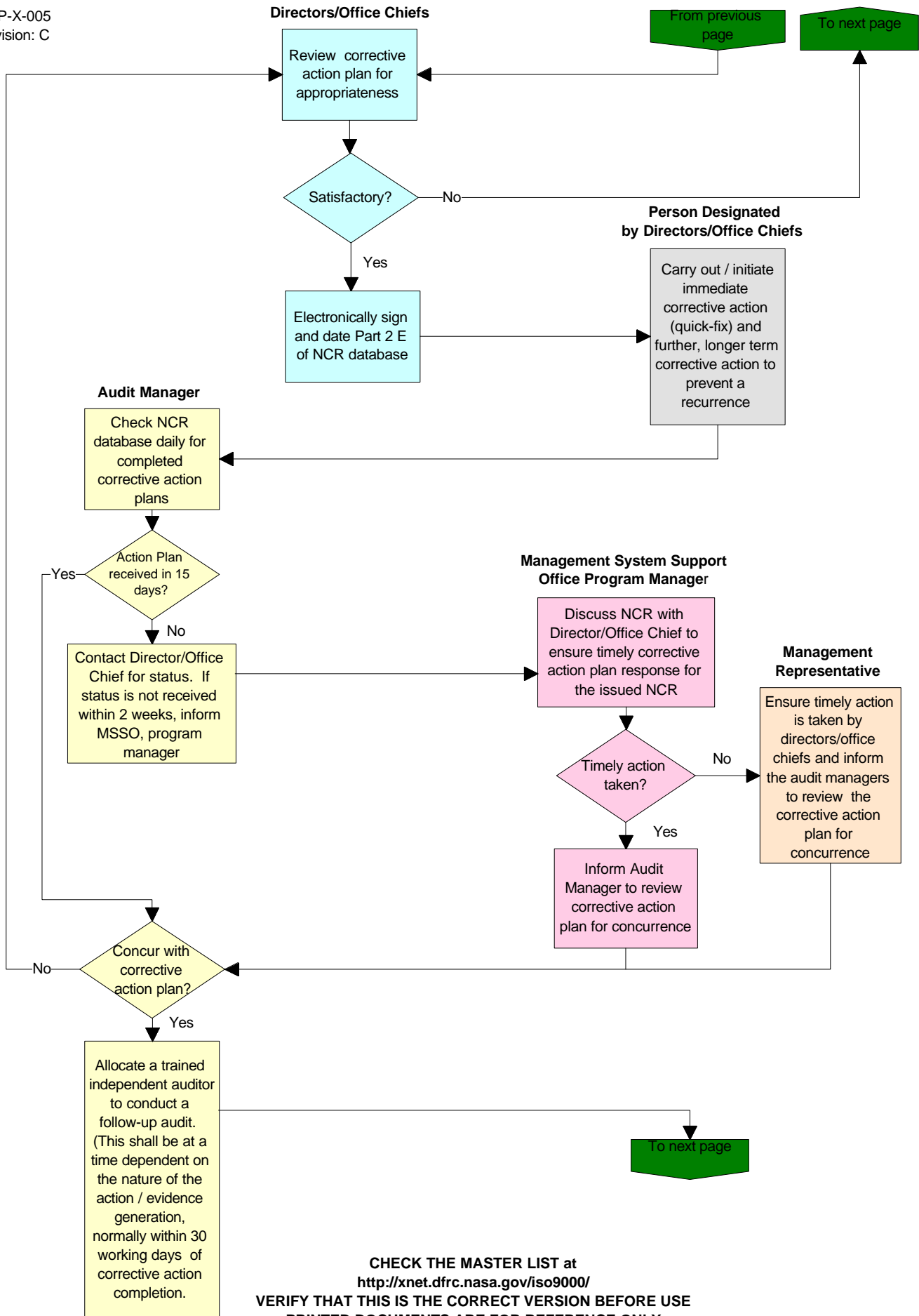
Note 3:

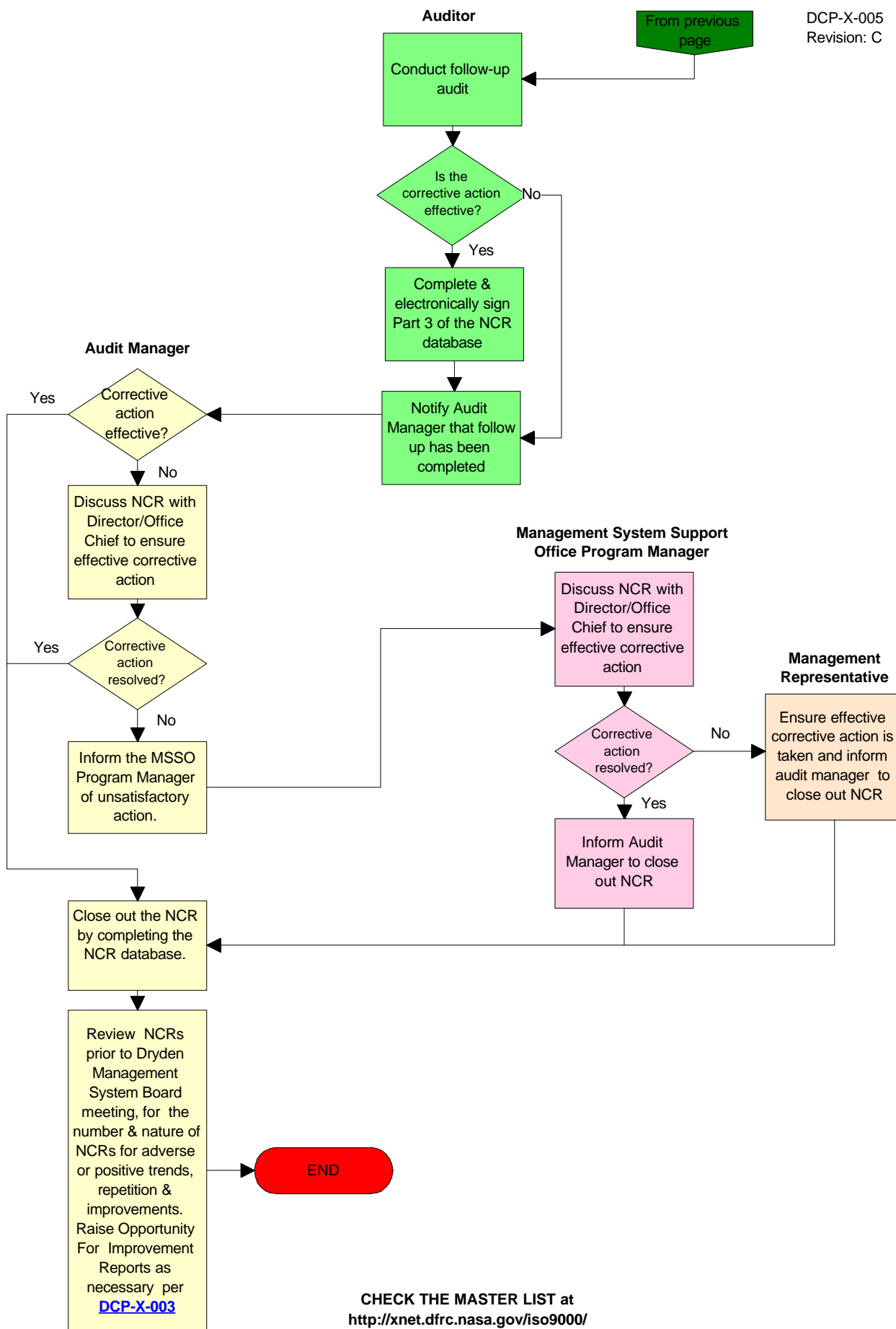
-Changes to the monthly audit schedule can be negotiated with the Audit Manager but the audit must be completed within the time span of the audit schedule.

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DOCUMENT HISTORY PAGE
**This page is for informational purposes and does
not need to be retained with the document.**

DCP-X-005
Revision: C

DATE APPROVED ISSUE PAGE AMENDMENT DETAILS

1/4/99 Baseline

4/12/99 Rev A All Modified signature block from "Approval" to "Electronically Approved by" on page 1. Modified blocks 2 & 3 of "Audit Manager" and added block 4 on page 1. Changed "Schedule" to "Audit Plan" in block 2 of "Management Representative" on page 1. Deleted "verbally" from block 2 of "Audit Manager" on page 2. Modified block 1 & 2 of "Contractor/DMS Auditor" on page 2 and deleted block 3. Modified block 3, 4, & 5 of "Audit Manager" on page 2 and added Note 5. Changed the word "Review" to "Check" in block 1 of "Audit Manager" and modified block 3. Added responsibilities to the "Management System Support Office Chief" on page 4. Modified blocks 3 & 5 and deleted block 4 of "Audit Manager" on page 4.

9/20/99 Rev B All Page 1: rewrote Note 2 and block 3 of "Audit Manager". Page 2: rewrote Note 3, blocks 2 & 3 of "Contractor/DMS Auditor", blocks 3 & 5 of "Audit Manager", and block 1 of "Person Designated by Directors/Office Chiefs"; modified block 4 of "Audit Manager" and block 1 of "Directors/Office Chiefs"; and added block 2 of "Person Designated by Directors/Office Chiefs". Page 3: modified block 1 of "Directors/Office Chiefs" and blocks 3 & 4 of "Auditor"; rewrote block 3 of "Directors/Office Chiefs" and blocks 1 & 2 of "Audit Manager"; added block 2 of "Auditor". Page 4: modified blocks 4 & 5 of "Audit Manager", block 3 of "MSSO Program Manager", and block 1 of "Management Representative"; changed title of "MSSO Office Chief" to "MSSO Program Manager".

See IDMS Document Master List Rev C All Page 1: Added new Note 2 & 3, renumbered remaining notes, and modified block 2 & 4 of "Audit Manager". Page 2: Added new Note 6. Page 3: Added responsibilities for "Person Designated by Directors/Office Chiefs", and added blocks 3 & 4 of "Audit Manager". Page 4: Added link to DCP-X-003.